



King County
CHIEF FINANCIAL OFFICER
PUBLIC HEALTH- SEATTLE & KING COUNTY
OFFICE OF THE DIRECTOR
Annual Salary Range \$ 80,362 - \$ 101,864
Job Announcement No.: 05TA5142
OPEN: 4/27/05 CLOSE: Until Filled

WHO MAY APPLY: This career service position is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104** or fax to **(206) 205-5430**. Application materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED) Contact Alison Jaffe-Doty at (206) 296-0284 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: [A King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Wells Fargo Center, 999 Third Avenue, Suite 1200, Seattle 98104

WORK SCHEDULE: This career service position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work week is normally Monday through Friday.

POSITION SUMMARY: The Chief Financial Officer of Public Health - Seattle & King County is responsible for planning and development of the financial course of the department. In 2005, the department's budget is \$253.5 million which includes 300 revenue accounts supporting 1,500 FTEs, 200 projects, and \$61 million for public health contracts in the community. This position serves as the department's authority in budget and finance operations and determines financial policy. The position provides leadership and oversight for fiscal management components including general ledger, accounts payable and receivable, invoicing, and financial systems integration. Operating within the political atmosphere of city / county government, the incumbent must be able to identify the department, city and county policies affecting the financial responsibilities of Public Health.

PRIMARY JOB FUNCTIONS INCLUDE:

- Oversee the development and implementation of the department's \$253 million operating and capital budgets, which includes budget preparation, monitoring, reporting, financial planning, and developing internal work flows and processes for four Public Health funds.
- Manage the work of three units: Budget Development, Monitoring and Financial Planning; Accounting Services and Payroll; and Clinical and Administrative Systems Management. Manage personnel issues for assigned staff including, hiring, training, performance review and making recommendations on disciplinary actions as appropriate.
- Develop the department's policies and procedures on budgeting and financial matters. Oversee implementation by department budgeting and financial staff.
- Develop and implement strategic long-range financial plans for the department and its programs, including the 5-year financial plan. Identify and develop financing or revenue options for programs.

- Ensure accounts receivable and payable activities and related financial matters are in compliance with Federal, State and local rules and regulations. Oversee development and implementation of audit response.
- Analyze and evaluate department's financial plans and programs to ensure that financial objectives meet the department's business needs and fiscal health is maintained. Make recommendations to the Department Director on funding allocations. Develop and analyze expense and revenue trends and projections and alert Executive Leadership Team to financial issues and concerns. Provide guidance and advice to department's leadership on financial matters affecting this department.
- Oversee the development and implementation of the rate-setting process for Public Health. Work with senior management in the analysis, evaluation and presentation of rate proposals.
- Analyze and assess the viability and impact of financial proposals such as revenue and fee projections, legislation, and collective bargaining agreements.
- Create partnerships with the City and County Budget Office, County Finance and Business Operations Division, PH executives, members of the PH leadership group, and appropriate personnel within PH divisions to promote effective financial management. Develop relationships with and act as budget and finance liaison to City and County Executive and Council staff, City and County administrative offices such as the Budget Offices, and to the Board of Health.
- Serve on the Department's Executive Leadership Team along with the Director, Chief Administrative Officer, and Chief of Health Operations
- Prepare and present information to elected officials and to the general public.

QUALIFICATIONS:

- Advanced knowledge of financing and budgeting techniques and principles, economics, government fund accounting, and auditing techniques and principles.
- Knowledge of legislative process, and skill working with elected officials and the general public with diverging opinions and viewpoints.
- Knowledge of statistical techniques and principles.
- Knowledge of the rate setting process.
- Demonstrated management skill, especially in project management, with expertise in large-scale projects.
- Knowledge of labor relations techniques and principles.
- Skill in strategic planning for a large, complex organization.
- Excellent communication and presentation skills.
- Skill in forecasting financial needs for department's projects, programs and services.
- Skill in evaluating funding sources and determining the appropriate courses of action to keep programs, projects and services within established guidelines.
- Skill in supervision, including skill in building team cohesion and performance, change management, and conflict resolution.
- Demonstrated experience and understanding of policy and budget issues in a complex public service agency.

DESIRED QUALIFICATIONS:

- Master's degree in Health Administration, Public Administration, Business Administration or other management related field.
- Certified Professional Accountant
- Government financial management experience

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.
- The selected candidate must be able to serve during emergencies and disasters; must maintain a minimum level of personal and family preparedness by developing a Family Disaster Plan and updating the Plan as necessary. Employee will receive training on developing Family Disaster Plans, and on disaster-specific roles, responsibilities and call in procedures. During exercises or emergencies, may be required to serve in an Emergency Operations Center or at other locations, and may be required to work non-standard shifts, which may include shift changes other than day shift hours, and on weekends and holidays.

UNION MEMBERSHIP: This position is not represented.

CLASS CODE: 8166 SEQUENCE NUMBER: 80-8166-0265